

# ASIIS Vaccine Transfers

Transferring vaccine  
Receiving transferred vaccines

# Creating a Transfer

To Access the Current Order/Transfer List screen, click **Create/View Orders** under the **Orders/Transfers** tab in the navigation pane.

Arizona Department of Health Services

Logged in: LINDSAY SHAVER

Organization (IRMS): 0000\_ADHS INTERNAL BEDCS USE (1066) Date: May 6, 2015

**Main**

- Home
- Logout
- Select Application
- Select Organization (IRMS)
- Select Facility
- Select VFC Pin
- Document Center
- MyIR

**Message**

**Favorites**

**Patient**

**Vaccinations**

**Exec. Dashboard**

**Organization (IRMS)**

**Facilities**

**Physicians & Vaccinators**

**Lot Numbers**

**Orders/Transfers**

- Alerts
- Create/View Orders
- Search History
- Modify Order Set
- Cold Storage

**Patient Search** [Click here to use the 'advanced' search](#)

First Name or Initial:		WIC ID:	
Last Name or Initial:		SIIS Patient ID / Bar Code:	
Birth Date:		Chart Number:	

**Family and Address Information:**

Guardian First Name:		Mother's Maiden Name:	
Street:			
City:		State:	Select...
Zip Code:		Phone Number:	
Country:	United States		

**Note:** When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and \_ to replace a single character.

☐ Check here if adding a new patient.

Clear Search

To create a vaccine transfer request, select **Create Transfer** from the **Current Order/Transfer List**.

Note: The vaccine(s) you would like to transfer must be available in your 'Reconcile Inventory' menu.

Current Order/Transfer List							
Inbound Orders							
Select	Order Number	PIN	Submit Date	Approval Date	Status		
Backordered Orders							
Select	Order Number	PIN	Submit Date	Backorder Date			
Denied Orders							
Select	Order Number	PIN	Submit Date	Denial Date			
Inbound Transfers							
Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility			
Outbound Transfers							
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility			
Rejected Transfers							
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date	Rejected By	Status
						Create Order	Create Transfer

Next, indicate the site that will be receiving the transferred vaccines. Do this by selecting the provider from the **Receiving IRMS** drop down. Select the number of doses you wish to transfer. After making your selection click **Create Transfer**.

**Note: Frozen vaccines cannot be transferred**

Organization (IRMS): TEST IRMS (10011)

Date: November 5, 2015

### Create Transfer

Sending Organization (IRMS)	TEST IRMS
Sending Facility	
Submitter	KELSEY PISTOTNIK VEC (KELSEY)
<b>Receiving Organization (IRMS)</b>	0000 VOMS TRAINING ( 60137 )
Receiving Facility	---select---

### Transfer Details

Transfer Quantity	Vaccine	Public	Lot Number	Quantity Available	Expiration Date	Transfer Reason
0	DTaP/IPV	Y	45663H	10	05/06/2016	
0	Hep B - Ped/Adol - presv. free	Y	8289GB	5	05/20/2016	
10	Pneumococcal, PCV-13	Y	346737	20	05/05/2016	Unable to use doses

Cancel **Create Transfer**

The transfer request can now be viewed in the Current Order/Transfer List in the **Outbound Transfers** queue.

Vaccines cannot be physically transferred until the outbound transfer request has been approved by the Vaccine Center. You will be responsible for the vaccines until the transfer request has been approved.

Organization (IRMS): TEST IRMS (10011)

Date: November 5, 2015

#### Current Order/Transfer List

##### Inbound Orders

Select	Order Number	PIN	Submit Date	Approval Date	Status
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##### Backordered Orders

Select	Order Number	PIN	Submit Date	Backorder Date
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##### Denied Orders

Select	Order Number	PIN	Submit Date	Denial Date
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##### Inbound Transfers

Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility
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##### Outbound Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility
-->	32622	123456	11/05/2015	0000 VOMS TRAINING

##### Rejected Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date	Rejected By	Status
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Create Order

Create Transfer

## Receiving a VFC Transfer

To accept an approved transfer, select **Create/ View Orders** from the **Orders/Transfers** tab in the navigation bar. The approved transfer will appear in the **Inbound Transfers** queue. To enter the transfer into your inventory within ASIIS, click the arrow next to the transfer number as shown below.

Organization (IRMS): 0000 VOMS TRAINING (60137)

Date: November 5, 2015

### Current Order/Transfer List Inbound Orders

Select	Order Number	PIN	Submit Date	Approval Date	Status
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### Backordered Orders

Select	Order Number	PIN	Submit Date	Backorder Date
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### Denied Orders

Select	Order Number	PIN	Submit Date	Denial Date
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### Inbound Transfers

Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility
-->	32622	TEST	11/05/2015	TEST IRMS

### Outbound Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility
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### Rejected Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date	Rejected By	Status
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Create Order

Create Transfer

Enter the number of doses you will be receiving in the **receipt quantity** field. If you decide to reject any of the transferred doses, enter the number of doses you are rejecting in the **rejected quantity**.

Click the **Receive** button to complete the vaccine transfer.

**Note:** The sending provider is responsible for the vaccines until this step has been completed.

Organization (IRMS): 0000 VOMS TRAINING (60137)

Date: November 5, 2015

#### Receive Transfer

Transfer Number	32622
Submit Date	11/05/2015
Submitter	KELSEY PISTOTNIK VFC (KELSEY)
Approval Date	11/05/2015
Approver	KELSEY PISTOTNIK VFC (KELSEY)
Receiver	KELSEY PISTOTNIK VFC (KELSEY)

#### Transfer Details

Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Public	Manufacturer	Lot Number	Expiration Date	Reason	Inventory Action	Reason for rejecting
10	<input type="text" value="10"/>	<input type="text"/>	Pneumococcal, PCV-13	Y	PFR	346737	05/05/2016		Creating a New Lot	--select--

Cancel

Receive

Once you have received the transfer, you will be automatically directed back to the Current Order/Transfer List. The inbound transfer has now been cleared under the **Inbound Transfer** queue.

Organization (IRMS): 0000 VOMS TRAINING (60137)

Date: November 5, 2015

#### Current Order/Transfer List

##### Inbound Orders

Select	Order Number	PIN	Submit Date	Approval Date	Status
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##### Backordered Orders

Select	Order Number	PIN	Submit Date	Backorder Date
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##### Denied Orders

Select	Order Number	PIN	Submit Date	Denial Date
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##### Inbound Transfers

Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility
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##### Outbound Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility
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##### Rejected Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date	Rejected By	Status
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Create Order

Create Transfer



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The transferred vaccine is now in the receiving provider's inventory and subtracted out of the sending provider's inventory.

Organization (IRMS): 0000 VOMS TRAINING (60137)

Date: November 5, 2015

#### Reconcile Inventory

Vaccine ↕	Lot Number	Exp Date ↕	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public ▼	Inactive	Add Row
Pneumococcal, PCV-13	346737	05/05/2016	10	<input type="text"/>	0.0	--No Category Required-- ▼	--No Reason Required-- ▼	Y	<input type="checkbox"/>	+

Print





Reset

Save

Submit Monthly Inventory

**Inventory Last Submitted:** 09/08/2015

#### Legend

	Public Lots
	Private Lots
	Expired Vaccines
	Expires in 30 days or less

# You are done!

Please register that you have completed this training module by completing the training registration form at <http://www.surveymonkey.com/s/CXL2RPY>. You will be asked to provide your name, the module you completed, the date on which you completed the module, and a work email address.